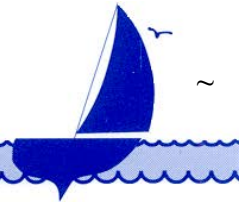




City of Des Moines, Washington JOB DESCRIPTION



LEAD COURT CLERK

Regular, Full-time

Salary Grade: C-19

FLSA Status: Non-exempt

Bargaining Unit: Non-represented

EEO Category: Administrative Support

Nature of Work

Under general direction of the Court Administrator, the Lead Court Clerk performs a variety of tasks which include, but are not limited to providing lead direction and training to judicial staff; overseeing the daily financial operations of the court and case management; and serving as the acting Court Administrator in the absence of the Court Administrator.

Essential Functions

- Sets cases for various types of hearings including arraignment, pretrial, bench trials, motions, reviews, sentencing, mitigation, contested and show cause hearings.
- Responds to telephone and counter inquiries to the general public and attorneys, sorts and routes documents that may initiate correspondence responding to court related inquiry or requested information.
- Prepares case files for court sessions and ensures appropriate documentation is in the file.
- Performs in-court duties which include: open court; record court proceedings, maintain recording logs, docket court proceedings, mark exhibits, and process order of the court; performs court clerk duties during jury trials; directs and accommodates jurors.
- Keeps accurate and complete records; prepares subpoenas and any other legal documents as ordered by the court; this function may require docket entries.
- Responds to requests for information from prosecutors, law enforcement agencies, and attorneys.
- Operates a computer terminal entering traffic, criminal, investigation citations, updating, retrieving and processing computer data from the DISCIS system.
- Prepares jail calendars for SCORE Jail and King County Regional Justice Center, orders transport, and prepares the court calendar.
- Receives payments of court fines, bail, penalties, assessments and fees; records and receives payments according to court procedures; sends collection notices.
- Arranges for time payments for fines, monitors payments and takes appropriate action for delinquent payments in accordance with court policy.
- Maintains warrant control: issue, recall, process and purge warrants.
- Assists in the scheduling and coordinating of jury trials, summons and notify defendants, attorneys, victims in domestic violence cases.
- Sets/reviews case review report for cases that are on tracking; verifies if defendant is in compliance. If not in compliance, sets cases for review. Contacts treatment agencies to verify if a defendant is in compliance.

- Assists in selecting new court staff; trains new court employees and provides input regarding work performance and progress as requested.
- Prepares the end of the day, month and yearly accounting.
- Maintains offsite record storage for criminal and traffic tickets.
- Provides day-to-day assistance and guidance to staff.
- Participates in performance evaluations.
- Acts as resource to staff regarding the handling of complex issues and problems; refers issues requiring a higher level of decision making to the Court Administrator.
- Gathers and compiles information and prepares reports and analysis in response to problems as assigned.
- Provides direct customer service in the more complex service areas.
- Responds to inquiries at the counter, via telephone and/or through written requests that require a supervisor's attention.
- Serves as jury coordinator; selects, qualifies, summons, tracks attendance and hours served and calculates expenditures.
- Makes recommendations to the Court Administrator regarding changes in policy and procedures.
- Performs accounting functions including reconciliation of bail trust and restitution accounts, daily balancing of receipts, reviews and processes customer refunds. Serves as a liaison with the collection agency to facilitate the collection of delinquent accounts.
- Prepares all invoices billed to the court.
- Prepares all invoices for interpreter reimbursement from AOC.
- Monitors billings for home-detention program.
- Assists auditors by performing research and providing information of the court financial record.
- Assists in budget monitoring and preparation; maintains confidentiality of sensitive materials and conversations.
- Serves as a liaison to other departments as requested.
- Provides for adequate staff coverage and approves leave requests if the Court Administrator is not available.
- Prepares and gives input on staff evaluation.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Knowledge of court rules, policies, procedures, and regulations.
- Ability to maintain cooperative and effective working relationships with co-workers and other agency staff and professionals.
- Ability to coordinate varied demands and cope with stress and disturbing situations.
- Ability to read, comprehend, speak and write English.
- Ability to organize, prioritize and coordinate multiple tasks to ensure efficient work flow.
- Ability to interact with public in a positive tactful manner in stressful, emotionally-charged situations.

- Ability to maintain confidentiality.
- Ability to accurately maintain files and dockets.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge and understanding of traffic and criminal law and procedures.
- Ability to work as a team player with a strong work ethic.

Education and Experience Requirements

- High school graduate or equivalency supplemented by two (2) years' of college-level course work or training in business, administrative support and/or record keeping.
- Three (3) years of increasingly responsible experience working in a district or municipal court environment in a leadership role.
- Minimum one (1) year bookkeeping/accounting experience and a minimum two (2) years' computer experience.
- Knowledge of Word, Excel, DISCIS computer system strongly preferred.
- In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties listed above.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Successful completion of a pre-employment background and criminal history check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Work is performed primarily in office and courtroom settings. Frequent exposure to individuals who may be distraught, violent or abusive. Hand-eye coordination and fine manipulation skills are necessary to operate computers and a variety of office machinery. The position also requires the ability to speak and hear to exchange information, the ability to sit for extended periods of time, and the ability to bend and stretch to retrieve and maintain files and records.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in

the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated 2014.